



# CONTRACT USER GUIDE



## How to Use the Green Cleaning Products, Programs, Equipment and Supplies Statewide Contract



EPP Contract

Contract #: FAC59	Contract Duration: 08/01/2012 to 07/31/2013
MMARS #: FAC59	Options to Renew: Annually through 7/31/2014
Contract Manager:	Marcia Deegler 617-720-3356 <a href="mailto:marcia.deegler@state.ma.us">marcia.deegler@state.ma.us</a>
This contract contains:	EPP, SBPP and SDO

### Contract Summary

This is a statewide contract for green cleaning products, programs, equipment and supplies, including green cleaning technologies. This is a multi-state contract available to Connecticut, New Hampshire, New York, and Vermont in cooperation with the lead state of Massachusetts. (The states of Rhode Island and Maine are also eligible to join).

A key element in the award of this contract is that virtually all the green chemicals included under this contract are required to be "Independently Third-Party Certified," which means that the environmental claims as well as the product performance have been tested and certified by an established and legitimate, nationally-recognized certification program. This also means that contract users do not have to analyze technical data and they can be assured that the product will perform well. (The only chemicals without such certification are the disinfectants and various sanitizers, for which no certification is available).

Cat #	Products Included
1	<b>Cleaning Chemicals</b> - all purpose, restroom, glass, carpet, hand soap / sanitizers, floor care systems, appliance, degreasers, urinal blocks, odor control
1	<b>Janitorial Paper Products</b>
1	<b>Trash Can Liners</b> - plastic with recycled content and biodegradable
1	<b>Cleaning Equipment</b> – Vacuums, scrubbers, extractors, sweepers and more
1	<b>Entryway Mats</b>
1	<b>Disinfectants and Surface Sanitizers</b>
1	<b>Green Cleaning Program</b> – All Category 1 vendors offer a program to help agencies and departments transition to green cleaning products; it includes such services as a FREE facility assessment, Standard operating procedures, training on disinfection, tracking and recoding your cleaning, a communication strategy and more.
2	<b>Cleaning Supplies</b> - such as microfiber cloths and mops, energy efficient hand dryers, non-chemical scrubbing pads, and more
2	<b>Innovative Technologies</b> – Energy efficient clean air technology, steam vapor cleaning
	<b>COMING in late 2012</b> to the contract – Laundry and dishwashing products

## Benefits and Cost Savings

### Get the Best Value and Pricing

Departments may obtain quotes to compare pricing, product selection and training opportunities from one or more vendors, or they may simply contact the selected vendor(s) of their choice to place orders. Departments are encouraged to review the qualifications for each vendor to perform training and offer tools to help departments track their purchases and the benefits of switching to green chemicals. The details of such services are included in the Green Program file that appears at the bottom of the Vendor Page on [www.comm-pass.com](http://www.comm-pass.com).

### Services at No Additional Charge

Under the terms of the contract, all vendors awarded in Category I **must** offer and perform an initial facility assessment as part of transitioning their customers to a green cleaning program. The contractors have also agreed to conduct an audit, or review, twice per year in accordance with the APPA's "Custodial Staffing Guidelines" [www.appa.org/index.cfm](http://www.appa.org/index.cfm) (or equal), to determine the appearance level of the facility.

### Cost Savings Opportunities

- Competitive pricing (and **recent price reductions**) across all categories
- Product Consolidation: A single green cleaning product may permit the end-user to eliminate the need to purchase multiple standard cleaning products
- Product Elimination: Some green cleaning equipment eliminates the need to purchase chemicals  
Safer Cleaners = a healthier environment for employees and visitors
- **Pilot Projects and Demos:** To help customers make a decision on which product will work best for them, many vendors are agreeable to providing a limited amount of trial (free) products and/or to conducting a cost-free demonstration. (See below for details).

## Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Purchase Options

**Purchase Options:** Purchases made through this contract will be direct, outright purchases.

**Pricing and Buying Details:** The pricing (Price File) for each vendor is located at the bottom of the expanded Vendor Page on [www.comm-pass.com](http://www.comm-pass.com). It is an Excel spreadsheet that contains multiple "worksheets" at the bottom indicating the categories in which a vendor is awarded. The excel format enables contract users to easily sort by whatever information they choose (e.g. price, product type,

manufacturer) to find the item they want while providing the capability to compare pricing from different vendors. Prices are indicated for each unit of measure / package size offered.

**Product Selection:** See the Appendix on the next page of this Guide for an outline of the various products available under this contract and a listing of all the vendors and their contact information.

**Getting Quotes:** Contract users should first reference the statewide contract to ensure they are receiving contract pricing. When calling more than one vendor on the contract to compare products and pricing, ask the vendor for full details on the Green Purchasing Program provided as part of this contract. It includes various free services (such as a facility assessment) and also involves tools and/or software to assist customers in tracking and recording valuable data concerning their cleaning practices as a means of increasing the efficiency of the overall operations.

**Product Trials and Demonstrations:** Once a particular vendor has been identified as the one with whom the customer wants to do business, it is acceptable to request that a product cleaning trial be conducted before a major purchase is made. This ensures that the customer is getting the right cleaning product for the job and that the vendor thoroughly understands the cleaning needs of their client.

## Additional Information: FAQs

**Why is third-party certification important?** “Independent/Third-Party Certified” means that cleaning products have been certified by an established and legitimate, nationally-recognized program developed with the purpose of identifying environmentally preferable products. Any such certification program shall verify all green claims and test for the actual performance of the product. This final point is essential as it provides clear assurance to purchasers that the products really work.

**Information of the Certifiers:** The websites can be found at: [www.greenseal.org](http://www.greenseal.org); and [www.ecologo.org](http://www.ecologo.org).

**What if I cannot find the product I need on the contract?** Start by telling your vendor what you are currently using and what that product needs to do. In most cases there is an effective green cleaning alternative available. (However, you may have to consult more than one vendor to find the right match). You can also contact one of the contract team members for advice on finding a green alternative and/or to provide assistance to locate what you need.

## Strategic Sourcing Services Team Members

Team Members	Department / Organization	Email Address
Marcia Deegler	Operational Services Division	<a href="mailto:Marcia.deegler@state.ma.us">Marcia.deegler@state.ma.us</a>
Dmitriy Nikolayev	Operational Services Division	<a href="mailto:Dmitriy.nikolayev@state.ma.us">Dmitriy.nikolayev@state.ma.us</a>
Maureen Doherty	Department Of Corrections	<a href="mailto:Maureen.doherty@state.ma.us">Maureen.doherty@state.ma.us</a>
Elise Pechter	Department Public Health	<a href="mailto:Elise.pechter@state.ma.us">Elise.pechter@state.ma.us</a>
Sharon Lee	Department Public Health	<a href="mailto:Sharon.lee@state.ma.us">Sharon.lee@state.ma.us</a>
Don Staffiere	Department Of Corrections	<a href="mailto:Donald.staffiere@state.ma.us">Donald.staffiere@state.ma.us</a>
Ken Wertz	Sharon Public Schools	<a href="mailto:wertz@sharon.K12.MA.us">wertz@sharon.K12.MA.us</a>
Carol Westinghouse	Informed Green Solutions	<a href="mailto:westies@ecoisp.com">westies@ecoisp.com</a>
Tolle Graham	MassCOSH	<a href="mailto:tolle.graham@masscosh.org">tolle.graham@masscosh.org</a>
Terri Goldberg	NEWMOA	<a href="mailto:tgoldberg@newmoa.org">tgoldberg@newmoa.org</a>

## Appendix A: Products, Specifications and Vendors

Cleaning Chemicals	Hand Soap / Sanitizers	Janitorial Papers	Trash Can Liners	Equipment	Entryway Mats	Disinfectants / Sanitizers	Supplies	Innovative Technologies
All purpose, restroom, glass, carpet, floor care, appliance, degreasers, urinal blocks, odor control	Alcohol and non-alcohol	Wide range of brands / types of toilet and facial tissues, paper towels and wipes	Vendors offer both plastic / recycled content & biodegradable	Vacuums, scrubbers, extractors, sweepers, etc.	Many brands and sizes of walk-offs	Performance-based selection; many product types & brands, manufacturers large and small	Microfiber, energy efficient hand dryers, non-chemical scrubbing pads, mops, buckets, and more	Energy efficient clean air technology, steam vapor cleaning (non-chemical)
Third-party certified by either Green Seal or EcoLogo	3 <sup>rd</sup> party certified by either Green Seal or EcoLogo	Meets federal standards for recycled content and may be 3 <sup>rd</sup> party certified	Meets federal standard for recycled content or is biodegradable / compostable	Energy efficient, often preclude use of chemicals	All made with a % of post-consumer recycled rubber	Not certified – but adhere to reduced toxicity criteria	Energy efficient, reduced chemicals, or other EPP criteria	Eliminate need for chemical use

Vendor List	Contact Person	Email	Phone #
Allston Supply Company	Robert Cohen	bcohen@allstonsupply.com	413-739-4797x222
AmSan	John MacDonald	John.MacDonald@interlinebrands.com	(617) 839-7769
Bio-Cascade	Laura Plummer	laura@bio-cascade.com	800-983-2420
C&C Janitorial Supplies	Gary Hansen	gary@ccsupplies.com	800-818-0531
Casey Engineered Maintenance Inc.	Craig Smith	craigs@caseyemi.com	508-543-3545x345
Corr Distributors	Carol Corr	ccorr@corrdistributors.com	716-873-8323
Eastern Bag and Paper	Linda Johnson	ljohnson@easternbag.com	203-882-2873
Foley Distributing	John King	jking@foleydistributing.com	802-236-4715
Hillyard / dba Rovic	Dermot Pelletier	DPelletier@hillyard.com	860-646-3322x134
Industrial Cleaning Products	Michael Tighe	customerservice@icpima.com	508-835-7900
Likarr Maintenance (Paper and trash liners only)	Paul Petkewich	ppetkewich@likarr.com	508-543-2138
M.D. Stetson	Andrea Glass	andrea.glass@mdstetson.com	800-255-8651
Mansfield Paper Co. (Paper and trash liners only)	Scott Parent	rsp@mansfieldpaper.com	413-781-2000 x336
Milhench, Inc.	Heike Milhench	heike@milhench.com	508-995-8331
New England Maintenance Depot	Gary Pollard	GaryPollardnemd@aol.com	413-739-3341x34
Simplex Janitorial	Charlie Rice	crice@simplexjanitorial.com	800-222-2621
Vesta Vapore, Inc.	Sue McGlothlin	friends@vestavapore.net	845-657-7283
Zep, Inc.	Craig Wood	craig.wood@zep.com	401-617-2761